

**321—24.38(231D) Life safety—emergency policies and procedures and structural safety requirements.**

**24.38(1)** The program shall have and follow written emergency policies and procedures, which include the following elements:

- a.* Emergency plan (identify where located for easy reference);
- b.* Fire safety procedures;
- c.* Other general or personal emergency procedures;
- d.* Provisions for amending or revising the emergency plan;
- e.* Provisions for periodic training of all employees;
- f.* Fire drill procedures;
- g.* Regulations about smoking;
- h.* Interior and exterior maintenance of buildings and grounds;
- i.* Furnishings;
- j.* Monitoring and testing of smoke-control systems;
- k.* Evacuation of participants; and
- l.* Procedures for reporting and documentation.

**24.38(2)** A program that serves persons with cognitive impairment or dementia, whether in a general or dementia-specific setting, shall also include written procedures regarding appropriate staff response if a participant with cognitive impairment or dementia is missing.

**24.38(3)** The program's structure and procedures and the facility in which a program is located shall meet the requirements adopted for adult day services programs in administrative rules promulgated by the state fire marshal. Approval of the state fire marshal indicating that the facility is in compliance with these requirements is necessary for certification of a program.